

6 March 1959

MEMORANDUM FOR THE RECORD

SUBJECT: Final Report Closing Unused Safes Survey *of 1958*

ACTION

In May 1958 I went to the Office of Security and examined more than 3,000 Security Check Sheets, Form No. 108. The Check Sheets were fastened atop Agency safes to record each opening and closing of the safes and were sent to Security monthly or when filled in. The forms I examined covered about one-third of the Headquarters safes. (SURVEY attached)

I found about 150 instances of safes unopened for periods of over 30 days or opened only once or twice a month. On 6 June 1958, [ ] picked the worst cases and wrote about our findings to the Area Records Officers concerned. (TAB I) DCI, DD/S, and IG offices were not approached on their unopened safes. Several other lesser cases were also omitted.

FIRST REACTION

[ ] investigated in ORR and reported two 4-drawer safes returned to stock and two others transferred to ORR offices. Seven more safes were under consideration.

<u>SAFES RET'D</u>	<u>SAFES TRF'D</u>	<u>EQUIPMENT VALUE</u>
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2	2	\$1,752
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[ ] of Personnel circulated the information and then returned it without comment or report.

0	0	0
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FINAL REACTION

On 24 Nov. 58, [ ] sent each ARO a follow-up memo and asked for comments on Survey in ARO's area. (TAB II) Reports show:

Comptroller -- Found one safe completely empty and another with material they could retire to Records Center. Both safes were reassigned within Office. Urges similar Survey annually.

0	2	\$ 876
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Logistics -- [ ] did not circulate June findings or conduct investigation. She states she looks for poor utilization when inventorying equipment. (Log. had only one case of poor use in Survey.)

0	0	0
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	Safes Ret'd	Safes Trf'd	Equipment Value
Personnel -- [ ] wrote they liked the Survey and picked up some space. Recommends Survey be conducted with annual equipment inventory.	0	0	0
Medical -- Replaced a safe with a file cabinet, but gave main credit to [ ] records work in that office.	0	0	0
Security -- Reported it will take no action until its 1959 equipment inventory.	0	0	0
FBID/00 -- Found no unused safes and asks to be informed if this Staff ever does.	0	0	0
OCR -- Reported two 4-drawer safes returned to Stock. One possible future turn in. One transferred to another OCR office.	2	1	\$1,314
DD/P -- [ ] reported no equipment was turned in as a result of the Survey, however, he thinks the Survey idea is good.	0	0	0
TOTALS - - - - -	4	5	\$3,942

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# CONCLUSIONS

1. Nine Area Records Officers report the Survey contributed to the return of 4 safes to Logistics and office transfer of 5 other safes, thus saving the purchase of equipment valued at \$3,942.

2. Action on several other safes is still pending. However, even if none of them is removed the review and discussion will help improve equipment utilization among those involved.

3. An annual "Use Survey" combined with the annual "Equipment Inventory" is recommended by most ARO's who reported.

4. On 29 April 1958, Forms Management Branch was given a report on a dozen "bootleg forms" and several misuses of Forms No. 108 and 109 found during Survey. The report was used during the May 1958 and subsequent reprintings of those forms. (TAB III)

5. It is planned to make reference to Survey technique and successes in promoting proposed File Cleanup Campaign.

6. It is believed the Staff has realized and will find many intangible benefits accruing from the Survey.

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